

***Amended 2 May 2006**
HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #06-099

Purchasing Agent (OA)
7026100/A
GS-1105-06/05
\$31,601 - \$41,080 pa
\$28,349 - \$36,856 pa

ANNOUNCEMENT DATE: **4 March 2006**
***CLOSING DATE:** **6 June 2006**

SELECTING OFFICIAL: **Supervisory Contract Specialist**

APPOINTMENT FEATURES: **Excepted Service**
Enlisted Grade

POSITION LOCATION: **USPFO, San Luis Obispo, CA**

RECRUITMENT / RELOCATION BONUS / ADVANCED IN HIRING RATE BASED ON SUPERIOR QUALIFICATIONS MAY / MAY NOT BE AUTHORIZED.

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #06-100C. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-06 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-05 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.

This position is located in the Purchasing Branch, Purchasing & Contracting Division, US Property and Fiscal Office (USPFO). Its purpose is to purchase goods and services, including technical items involving nonlocal sources of supply, request for local manufacture and contracting for nonroutine services.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITION OF EMPLOYMENT: a. must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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3. MILITARY GRADE AVAILABLE: ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

(1) **General Experience** is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Specialized experience may be substituted for general experience.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. **EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

(2) **Specialized Experience** is experience which is directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position. To be creditable, specialized experience must have been equivalent to at least next lower grade level.

a. Education may be substituted for experience as described in the OPM X-118 Handbook.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

b. Must be able to type a minimum of 40 WPM. Typing speed must be indicated on application.

If selected as trainee, the appointee may be non-competitively promoted to GS-06 upon meeting full qualifications and recommendation of supervisor.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

a. Knowledge of commercial supply sources and of common business practices in respect to sales, prices, discounts, deliveries, stocks, and shipments.

b. Knowledge of rules, regulations, laws and policies governing type of procurement transactions being dealt with.

c. Skill in dealing with others in a work relationship.

d. Knowledge and skill to apply guidance material by reading, interpreting and translating into specific actions.

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SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ENL: CMF 71; MOS 42A/F/L, 44C, 92A/Y/Z.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

NOTE TO ALL APPLICANTS: A STANDING REGISTER WILL BE CREATED FROM THE LISTING OF QUALIFIED APPLICANTS FOR THIS/THESE POSITION(S). APPLICANTS MAY BE CONSIDERED FOR POSITIONS IN THE SPECIALTY AREA AT THE SPECIFIED LOCATIONS FOR UP TO 60 DAYS FROM THE CLOSE OF THIS VACANCY ANNOUNCEMENT.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.